

**At-Large Briefing Session on the  
Community Regional Outreach Pilot  
Program (CROPP)**

**December 13 2013**

# **CROPP**

Community Regional Outreach Pilot  
Program

# CROPP Background

- Many of the ICANN constituencies (including the ALAC/At-Large) has often made travel requests during ICANN yearly budget process.
- As part of the FY14 Operating Plan and Budget, ICANN has developed a Community Regional Outreach Pilot Program ([CROPP](#)) to support outreach efforts.

# Key deliverables of CROPP

## 1. Travel Allocations

Five (5) individual regional trips allocated to each of the RALOs (AFRALO, APRALO, EURALO, LACRALO, NARALO) and to various GNSO Constituencies within FY2014.

## 2. Supported Costs/Expenses

Includes transportation (economy class), lodging, and per diem (3 days, 2 nights standard)

## 3. Booking

All travel booked via ICANN Constituency Travel to ensure consistency, proper accounting, recordation, and tracking against budget.

# CROPP Operating Guidelines

- Community review and approval
- Regional VicePresident coordination - confirmed consistency with regional strategy or overall ICANN mission.
- 6 week advance planning and notice.
- Trip Assessment within 3 weeks of the return date - describes how the original purpose(s) and outcome(s) were realized.
- Outreach event may be attended by multiple persons; however, each traveler is counted as utilizing one of the Structure's allocated trips.

# CROPP Operating Guidelines (continued)

- No trip "compounding" or "splitting" expenses.
- Trips must originate and conclude within the same region and should, wherever practicable, be taken by someone working in or proximate to that territory
- All trips must be completed before the end of ICANN's 2014 fiscal year, that is, the participant must have returned to his/her originating destination on or before 30 June 2014.
- The CROPP does **not** cover funding of meeting logistics (e.g visa fees, conference fees)
- If the program is continued in a succeeding year, any pilot trip allocated but not taken will not carry over.

# CROPP Operating Guidelines (continued)

- The CROPP requires 2 Pilot Program Coordinators to manage pre-approvals and with the Regional Vice-Presidents
- Once approvals have been obtained, file the Travel Request with ICANN for processing.
- Follow up with the traveller's to complete their Trip Assessments and to file the assessments with ICANN.

This will be handled by the At-Large CROPP Review Team.

# CROPP Overview Documents

- CROPP website

<https://community.icann.org/x/QVp-Ag>

- CROPP Overview Documents

<https://community.icann.org/x/bRWMAg>



**At-Large  
Community Process  
for Applications to the  
CROPP**

# At-Large Community Process for the CROPP

Similar to how RALO budget requests were reviewed by the ALAC Finance & Budget SubCommittee (FBSC) before submitting to ICANN Finance, an At-Large CROPP Review Team (CROPP RT) was established by the ALAC to:

- review and approve RALO travel requests to the CROPP to ensure that the objectives of the travel requests are in line with ICANN's strategic and regional engagement strategies as well as At-Large outreach strategies.
- confirm with the relevant regional Stakeholder Engagement Vice Presidents that the purpose/goals of the travel request are consistent with ICANN's strategic and regional engagement strategy.
- submit the travel requests to ICANN once approved by the CROPP RT.

# At-Large CROPP Review Team

The At-Large CROPP Review Team (CROPP RT) will have 10 members.

Two members will be from each RALO, one member being from the:

- At--Large Outreach Sub-committee (Outreach SC)  
<https://community.icann.org/x/cqfbAQ>
- At--Large Finance and Budget Sub-committee (FBSC)  
<https://community.icann.org/x/n4XT>

# CROPP RT members

<b>Region</b>	<b>Member</b>	<b>Group Representative</b>
AFRALO	Tijani Ben Jemaa	FBSC
AFRALO	Fatimata Seye Sylla	Outreach SC
APRALO	Cheryl Langdon-Orr	FBSC
APRALO	Ali AlMeshal	Outreach SC
ALAC chair	Olivier Crepin-Leblond	FBSC/Outreach
EURALO	Oksana Prykhodko	FBSC
EURALO	Yuliya Morenets	Outreach SC
LACRALO	Dev Anand Teelucksingh	FBSC
LACRALO	Juan Manuel Rojas	Outreach SC
NARALO	Darlene Thompson	FBSC
NARALO	Allan Skuce	Outreach SC

# Terms and Obligations for At-Large Travel Requests

- includes all of the CROPP Program Guidelines mentioned earlier
- A key requirement for the CROPP RT : Travel requests must be submitted 8 weeks before any such travel takes place.

Terms and Obligations for At-Large Travel Requests:

<https://community.icann.org/x/zC6fAg>

# Submitting At-Large Travel Requests

- RALOs (in coordination with RALO leaders, members of the FBSC and Outreach SC) complete the At-Large Travel Request Form 8 weeks before any such travel.
- Within two weeks, the CROPP RT will:
  - review the information in the form, ask the RALOs any clarifying questions as to the purpose and goals of the proposed trip and/or the details provided.
  - get confirmation and approval from the ICANN Stakeholder Engagement Vice-President from the region regarding the purpose of the proposed trip.
  - submit the RALO travel request to the ICANN CROPP once approved by the CROPP RT.

# At-Large Travel Request Form

The Form can be found at:

[https://community.icann.org/x/\\_S6fAq](https://community.icann.org/x/_S6fAq)

**Thank You!**

**Questions?**